

# COMMERCIAL FAÇADE GRANT APPLICATION

To be eligible to apply for the Commercial Façade Grant (CFG) Program you must be a property or business owner in one of the HUD qualified census tracts in the city of Evansville. See the **QCT map located in the program guidelines** highlighting the designated QCT's. In addition to being located in a QCT, your business must be primarily commercial and must comply with the **Commercial Façade Grant Program Guidelines, design guidelines, and local zoning code** in order to be eligible to apply for this grant. These guidelines are available for review at ([www.evansville.in.gov/dmd](http://www.evansville.in.gov/dmd) )

## APPLICANT INFORMATION

Application Date: \_\_\_\_\_

Name of **Applicant** (i.e. property owner, business owner, contact person):  
\_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_  
(address, city, state, zip code)

Applicant's Telephone Number: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

You are the (check one or more): Property Owner \_\_\_\_ Business Owner \_\_\_\_ Contact Person \_\_\_\_

## PROPERTY OWNER INFORMATION

**You do not need to fill out the section below if the Applicant and Property Owner is the same person. You must check here if the Applicant and Property Owner is the same person:** \_\_\_\_\_

Name of **Property Owner**: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_  
(address, city, state, zip code)

Property Owner's Phone Number: \_\_\_\_\_

Property Owner's Email Address: \_\_\_\_\_

## CONTACT INFORMATION

**If we have questions regarding your grant application, who shall we contact?**

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
(address, city, state, zip code)

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

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## BUSINESS & BUILDING SEEKING GRANT:

Name of **Business Owner**: \_\_\_\_\_

**Name of Business** Seeking Façade Grant Improvements: \_\_\_\_\_

**Address of Building where Façade Grant Improvements are Proposed:**

\_\_\_\_\_  
(address, city, state, zip code)

Type of Business: Retail \_\_\_\_ Service \_\_\_\_ Professional \_\_\_\_ Not-for-profit \_\_\_\_ Other \_\_\_\_

What year was this business established at this location? \_\_\_\_\_

What is the current zoning of this property? \_\_\_\_\_

Are there presently code violations registered against this property? \_\_\_\_ Yes \_\_\_\_ No

If yes, describe &/or attach documentation: \_\_\_\_\_

## GENERAL INFORMATION:

1. Is the application for a single-tenant or multi-tenant building?

Single-tenant \_\_\_\_ Multi-tenant \_\_\_\_

2. Is the building occupied or vacant?

Occupied \_\_\_\_ Vacant \_\_\_\_

3. **If occupied**, provide the name of the business(s) and the business type(s):

Name(s): \_\_\_\_\_

Type(s): Retail \_\_\_\_ Service \_\_\_\_ Professional \_\_\_\_ Not-for-profit \_\_\_\_ Other \_\_\_\_

4. **If vacant**, is the building currently in a condition that meets all local and state code requirements? Yes \_\_\_\_ No \_\_\_\_

If not presently in a condition that meets all local and state code requirements, will you be making improvements concurrently with your façade grant improvements to make the building in a condition that meets all local and state code requirements?

Yes \_\_\_\_ No \_\_\_\_

5. **If vacant**, do you currently have a signed lease with a business to occupy the building?

Yes \_\_\_\_ No \_\_\_\_ ***\*If yes, provide a copy of the lease.***

6. **If you have a lease**, what is the business name and type?

Name \_\_\_\_\_

Type: Retail \_\_\_\_ Service \_\_\_\_ Professional \_\_\_\_ Not-for-profit \_\_\_\_ Other \_\_\_\_

# COMMERCIAL FAÇADE GRANT APPLICATION

## PAST GRANT INFORMATION

Has the property owner or any of the businesses located on this property received grants (of any kind) from the City of Evansville? Yes \_\_\_\_\_ No \_\_\_\_\_

If **yes**, to whom was the grant awarded? What was the amount of the grant? What year was the grant awarded?

**Grant Recipient:** \_\_\_\_\_  
Owner's name and Business name

Address of Business that received the grant: \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_

Year Grant Awarded: \_\_\_\_\_

Name of Grant Program: \_\_\_\_\_

**Grant Recipient:** \_\_\_\_\_  
Owner's name and Business name

Address of Business that received the grant: \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_

Year Grant Awarded: \_\_\_\_\_

Name of Grant Program: \_\_\_\_\_

**Grant Recipient:** \_\_\_\_\_  
Owner's name and Business name

Address of Business that received the grant: \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_

Year Grant Awarded: \_\_\_\_\_

Name of Grant Program: \_\_\_\_\_

# COMMERCIAL FAÇADE GRANT APPLICATION

## PROJECT INFORMATION

### Scope of Work & Cost Estimates:

A detailed **scope of work** must be included for the application to be complete. It must adequately describe the work to be done, services needed, and products required in completing the façade grant project.

A **cost estimate** must also be included for the application to be complete. It must adequately estimate the price of the work to be done and products required in completing the façade grant project.

**\*Please review the “Program Guidelines” and the “Instructions for Preparing the Scope of Work and Cost Estimate” for requirements and examples of the above documents.**

After obtaining a signed Grant Agreement, how many weeks will it take for you to start construction? \_\_\_\_\_ weeks

How many months do you expect it to take to complete your project? \_\_\_\_\_ months

**Estimated Total Project Cost** per cost estimate (façade grant eligible improvements only):  
\$ \_\_\_\_\_

**Amount of grant funds requested** (50% of the Estimated Total Project Cost above, not to exceed \$50,000 per building or store front):  
\$ \_\_\_\_\_

Are you undertaking additional improvements at this time which are not façade grant eligible?

**\*It is important to include this information because it helps with leveraging calculations, which affect the grant application in a positive way.**

Yes \_\_\_\_ No \_\_\_\_

If yes, what is the estimate cost of these improvements: \$ \_\_\_\_\_

Please describe these improvements (attach additional pages, if necessary):

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In the last year, have you made building improvements to the façade, site, or interior of your property or place of business?

Yes \_\_\_\_ No \_\_\_\_

If yes, estimate the total cost of these improvements: \$ \_\_\_\_\_

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## LEGAL AUTHORIZATION FROM THE OWNER:

As the legal owner of the above property, I hereby grant authorization to complete the façade improvements indicated on this application. **My proof of ownership is attached, along with proof that my property taxes are not delinquent.**

_____ Signature of Property Owner	_____ Printed Name	_____ Date
_____ Signature of Property Owner	_____ Printed Name	_____ Date

### I acknowledge the following:

- All statements provided in the application are true and any misrepresentation will void any subsequent Grant Agreement and or/funding.
- The Commercial Façade Grant must be used for the project described in this application. A Grant Agreement must be signed before entering into any contracts, purchasing any materials, or performing any work included in the façade grant project. I understand that failure to comply with the Grant Agreement may result in losing my eligibility to receive funds.
- The City of Evansville Department of Metropolitan Development (DMD) is obligated only to administer the grant procedures and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature growing out of, arising out of, or otherwise related to the project or application undertaken by the applicant and/or owner. Additionally, all required permits are the responsibility of the owner/applicant.
- Acceptable proofs of payment of an eligible invoice include: 1 - A copy of the front and back of a cancelled check (this is the preferred method of the proof of payment); 2 - A cash payment receipt from the vendor/contractor containing the vendor/contractor's name, the date the payment was made, the amount paid, a memo line stating what the payment is purchasing, and a signature of the vendor/contractor's representative; 3 - A credit card statement showing the facade grant eligible charges, along with a print-out showing payment of these charges.
- Any unapproved changes to project plans as stated in the approved scope of work will void the grant and result in non-payment of funds. If changes to the scope of work are necessary, it is the responsibility of the Grant Recipient to immediately contact the DMD in writing for additional project review and written approval before continuing with the project.
- Funding awards cannot generally be increased after notification of the initial award; however, the DMD may consider an increase dependent upon the reason for the desired increase and the availability of funds.
- Reimbursement will occur after project completion or after each phase is completed (if phases are approved) and upon submission of appropriate invoices and proof of payment documents as outlined in the guidelines.
- If the Grant Agreement is not signed by June 1<sup>st</sup> of the year the grant is awarded, the applicant understands that the grant funds and the grant approval are at risk of being revoked. Extensions due to extenuating circumstances may be given at the discretion of the Grant Administrator.

_____ Signature of Applicant/Owner	_____ Printed Name	_____ Date
_____ Signature of Applicant/Owner	_____ Printed Name	_____ Date

## COMMERCIAL FAÇADE GRANT APPLICATION

### **WARNING**

Project improvements that are part of this Commercial Façade Grant application shall not be started prior to the applicant having a signed Grant Agreement. This includes entering into any agreements or contracts with contractors or purchasing materials for these improvements. Starting the project prior to having a signed Grant Agreement with the City will result in either a total or partial loss of awarded grant funds.

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## APPLICATION CHECKLIST

- \_\_\_1. A completed application form.
- \_\_\_2. A detailed scope of work, which must include all work proposed in the façade grant project, including the products to be used.
- \_\_\_3. A cost estimate for work to be performed and products needed.
- \_\_\_4. Current photographs of the property showing the façades of the building(s) to be improved and/or areas of the sites to be improved. (1 hard copy and 1 digital copy)
- \_\_\_5. Clear notations made on photographs of the building(s), and/or notations made on separate drawings, illustrating the areas or features of the building/site that will be improved. Describe the building materials, doors, windows, awnings, landscaping, parking, and other features that will be part of the project.
- \_\_\_6. Landscape plans showing property boundaries, adjacent roads, building footprints, paved areas, parking areas, existing vegetation, proposed plant names/species, size of plant at time of planting, and placement of each proposed plant on the site, if needed.
- \_\_\_7. Parking lot plans and/or sketch plans/site plans showing property boundaries, adjacent roads, building footprints, paved areas for parking and circulation, parking spaces (existing and proposed), and other pertinent information, if needed.
- \_\_\_8. Formal construction drawings, if they have been prepared relating to the proposed improvements.
- \_\_\_9. A written explanation of the project and the improvements proposed, along with a written explanation of the business operation.
- \_\_\_10. Profit and loss statements for the past two years.
- \_\_\_11. A business plan, if it is a startup business, including an explanation of the proposed business, brief description of the market competition, and 2 years of income projections.
- \_\_\_12. Tenant applicants must submit a copy of their lease agreement.
- \_\_\_13. Proof of ownership.
- \_\_\_14. Proof that property taxes are up to date (not delinquent).

\*Please refer to the **Sample: How the project submission should look** found on **Page 6** of the **“Commercial Façade Grant Instruction Packet”** for a good illustration of a properly prepared and submitted application and associated plans. Applications and submissions that are similar to this will minimize the need for further information and minimize process time.